



Citizens Advice Waverley

Code of Conduct for Trustees

Trustees of an organisation have a general duty to act in the best interest of the organisation as a whole. They should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff individually or collectively and should not take part in any activity which is in conflict with the objects or which might damage the reputation of the organisation.

They should not act in order to gain financial or other material benefits for themselves, their family, their friends or the company or organisation they come from or represent.

They must make decisions together and take joint responsibility for them. The extent to which any one trustee or small group of trustees is empowered to speak for or take action on behalf of the organisation or the Board must (subject to any specific constitutional rules) be a matter for all trustees to decide together. Such decisions must be recorded.

Trustees who sit on the Board as the nominee or representative of a group or organisation must accept that their sole responsibility is to the organisation of which they are trustees, not to their nominated group or body.

Trustees must do their best to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively.

Trustees, as a Board, should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and complies with all its obligations.

Integrity

The Trustees:-

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might be seen to influence them in the performance of their role;
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, the trustees should ensure that decisions are made solely on merit.

Accountability

The Trustees:-

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way to preserve public confidence in the organisation;
- Are accountable for their decisions and actions to the organisation

Openness/Transparency

The Trustees:-

- Should ensure that confidential material, including material about individuals, is handled in accordance with due care;
- Should be as open as possible about their decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

The Trustees:-

- Have a duty to declare any interest relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflicts with their trustee duties he/she must resolve this conflict in favour of the trustee role (or resign)
- Must take relevant declarations of interest in the different circumstances and roles they play both within and outside the organisation

Leadership

The Trustees:-

- Should promote and support the principles of leadership by example
- Must respect the role of the District Manager. There will be circumstances under which trustees will be working directly with organisation's staff. Guidelines for such working relationships must be clear to both staff and trustees and, when these occasions arise, the District Manager should be informed in advance.
- Should ensure they have a full understanding of the organisation as a whole, the community within which it works and all its stakeholders.